

Checklist for Submitting Proposals in FAIS

Proposal Summary Section

- ☐ Project Level Frameworks Attached
- ☐ Performance Monitoring Plan Attached
- ☐ Evaluation Plan Attached
- ☐ Past Performance Records Attached
- ☐ CV of proposed Chief of Party or Project Director Attached
- ☐ NICRA Attached
- ☐ Most Recent Audited Financial Statement Attached
- ☐ SF-424 Attached
- ☐ AD-3030 Attached
- ☐ Letters of Support Attached (Not Required)

Introduction and Strategic Analysis Section

- ☐ All required boxes are filled in for country, project dates, etc.
- ☐ Introduction box includes descriptions based on Proposal Guidance for the following areas:
 - ☐ One paragraph summary of proposed project
 - ☐ In-Country Registration Status
 - ☐ Organizational Capability
 - ☐ FFP Only: Lasting Impact
 - ☐ MGD only: Local Capacity Building
 - ☐ MGD only: Commitment to Education
 - ☐ MGD only: Graduation and Sustainability
- ☐ Introduction box includes Strategic Analysis
- ☐ Completed Program Administration Tab

Results Section

Results Tab

- ☐ Each result depicted on the proposal's Project Level Framework has a Result listed in FAIS

Results Indicator Tab

- ☐ Each result listed in FAIS has at least one performance indicator and target
- ☐ Each result listed has a result description

Activities Tab

- ☐ Each activity listed has an activity description

Activities Indicator Tab

- ☐ Each activity has an output indicator with targets for each year of the project
- ☐ Each activity has an output indicator that reflects the number of beneficiaries benefiting from that activity

Mapping Tab

- ☐ All activities are mapped to at least one result

Other Details Tab

- ☐ Cash and Non-Cash Contributions section completed
- ☐ Sub-recipients section completed
- ☐ Government and Non-Government Agencies section completed
- ☐ Method of Choosing Beneficiaries section completed
- ☐ Method of Educating Beneficiaries section completed
- ☐ Target Geographic Area section completed

Commodity Section**Commodity Tab**

- ☐ All proposed commodities are selected including basic information and monetization or barter details if applicable

Special Needs & Distribution Methods

- ☐ Transportation and Storage section completed
- ☐ Processing and Packaging section completed
- ☐ Duty Free Entry section completed
- ☐ Economic Impact section completed
- ☐ Other Remarks section completed and includes program specific information requested in guidance

Monetization Tab (if applicable)

- ☐ Impact on Other Sales section completed
- ☐ Private Sector Participation in Sale of Commodity section completed
- ☐ Sales Proceed Usage Activity Implementation section completed
- ☐ Assuring Receipt Procedures section completed
- ☐ Expected Interest Earned section completed

PVO Budget Section

- ☐ Complete project budget uploaded or entered per Proposal Guidance
- ☐ Budget narrative completed